Guidelines for Article Submission to the Journal

When submitting your article, make sure to indicate section and category for which you want your article to be considered.

To enable the review procedure to be anonymous and impartial, the name(s) and institution(s) of the author(s) should only be typed on page 1 and not be included at the head of the article. Any article not in this anonymized format will be returned for correction and resubmission in the correct format.

The Journal comprises 3 sections:

1. REVIEW SECTION
2. PROFESSIONAL SECTION
3. BOOK REVIEWS

1. REVIEW SECTION

Articles in this section address coaching or mentoring practice from a research perspective

- Research projects of interest to those involved in theory, policy and practice in the mentoring and coaching fields. (3,000-5,000 words).

- Literature reviews of research in a particular topic of interest (3,000-5,000 words).

- Case studies which have been undertaken using an appropriate research methodology (2000 – 3,000 words).

Research articles can originate in research conducted for professional development, academic studies, or funded or unfunded research activity. Researchers or practitioners as individuals or in teams can submit an article. We welcome articles researching practitioners and encourage collaboration between researchers and practitioners.

All articles in the Review section will go through an anonymous peer review process. Authors must follow standard academic conventions providing a check for plagiarism, an ethics declaration and references in Harvard style.

Articles should be original: if any material overlaps with material which the author has published or is submitting elsewhere, this should be made clear when the article is submitted.
2. PROFESSIONAL SECTION

Articles in this section address coaching or mentoring practice from the professional practitioner perspective.

- Cases of practice - case studies which raise issues of a general nature (2000 – 3,000 words).
- Professional skills - descriptions and comments on tools, techniques, models or practices, which will help individual practitioners to reflect on their own practice. (1,500- 3,000 words).
- Personal views - a personal statement about a topical issue in the fields of mentoring or coaching. It should be opinionated but informed. It may be controversial or speculative. (1,500- 3,000 words)
- Debate - either responses to articles which have appeared in previous issues of the journal or designed to start a debate. (750-1,500 words).
- Focus - in-depth opinions and views on one theme or country. (1,000 – 1,500 words).

All papers in this section are anonymously peer reviewed and must be clearly and coherently written. Authors must provide supporting evidence as references in Harvard Format.

All articles in the Professional section will go through an anonymous peer review process. Authors must follow standard academic conventions providing a check for plagiarism, and references in Harvard style. Articles should be original: if any material overlaps with material which the author has published or is submitting elsewhere, this should be made clear when the article is submitted.

Articles should be original. If any material overlaps with material which the author has published or is submitting elsewhere, this should be made clear when the article is submitted.

3. BOOK REVIEWS

Articles in this section provide a critical review of the content, style and merit of books published around the topics of mentoring and coaching. Addressing the strengths and weaknesses of the book, and relevance to practice articles reflect the personal opinion of the reviewer. (500 – 1000 words).

Please contact the team by email on research.development@emccglobal.org before reviewing a book to make sure that the book has not been reviewed already and fits into the content of the journal.

Articles should be sent by e-mail to research.development@emccglobal.org
GENERAL GUIDELINES

ANONYMOUS REVIEW

To enable the review procedure to be anonymous and impartial, the name(s) and institution(s) of the author(s) should only be typed on page 1 and not be included at the head of the article. Any article not in this anonymized format will be returned for correction and resubmission in the correct format.

ESSENTIAL FORMAT FOR ARTICLE SUBMISSION

You must format your article submission as follows:

- **First page**
  - Title
  - Name of author(s) including affiliation/company, country
  - Contact details

- **Second page is the beginning of the article**
  - Title
  - Abstract. (150 - 250 words).
  - Originality/value of your article for the readers (coaches, mentors, researchers, Human Resource professionals, training institutes). (30 - 50 words)
  - Keywords. (3 - 5).

- **At the end of the article**
  - Bibliography / References (see format guidance)
  - About the author(s). (30 - 75 words).
  - Acknowledgements

- Document format: Microsoft Word (doc or docx.)

REVIEWING YOUR ARTICLES

- We anonymously peer review all articles.
- Author(s) will receive feedback on whether the article conforms to journal guidelines. If it does not it will be returned before review.
- The article is reviewed by two independent referees.
- Where the acceptance of an article is dependent on taking account of feedback, comments are forwarded to the author(s) for revision.
- The editor’s decision on publication is final.

You may recommend potential reviewers for your article, making the case why this is
appropriate and independent of your work. We are not under any obligation to approach them.

Articles and all correspondence should be sent by e-mail to research.development@emccglobal.org

RECOMMENDATIONS FOR STYLE

Articles should be comprehensible to practitioner, business and academic readers.

- Write in a clear and straight-forward style - active tense as much as possible.
- Define any abbreviations before using them.
- Raise and discuss the implications for practice.
- Use non-discriminatory language.
- Summarise detailed statistical evidence.
- Tables, charts and graphics must be comprehensible to business, practitioner and academic readers.
- Include only relevant tables, charts and other graphics and provide a narrative for their interpretation by the reader.
- Indicate where these should be included in the published article and number appropriately

THE IMPORTANCE OF A GOOD ABSTRACT

A clear abstract provides a short summary of your research paper, usually about a paragraph 150-250 words long. A well-written abstract serves multiple purposes:

- Enables readers get the essence of your article quickly, in order to decide whether to read the full article.
- Prepares readers for the context, details, analyses, arguments and conclusions your article
- Helps readers remember key points and communicate your work to others.
- Enables gen AI, search engines and bibliographic databases to use your abstract, as well as the title, to identify key terms for indexing your published article.
- What you include in your abstract and in your title are crucial for helping other to find your article.

AUTHORSHIP

- It is ethical and fair to put the author who put in most effort and wrote the first draft of the paper as the first author, the next one in terms of effort and contributions as a second author and the most senior person with oversight of the research as last author.
- You can also identify the corresponding authors who may be contacted and contributing authors who supported the research in some way.
- Co-authors will have made a significant contribution to the work
o conception, study design, execution, acquisition of data, analysis and interpretation,
o have drafted, substantially revised or critically reviewed the article,
o accepted the final version for publication
o agreed to take responsibility and be accountable for the contents
o agreed to help resolve any questions about the publishes work.

COPYRIGHT

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- Authors may, of course, use the article elsewhere after publication without prior permission from EMCC, provided that acknowledgement is given to the Journal as the original source of publication, and that EMCC Global is notified so that our records show that its use is properly authorised.

USE OF AI-BASED TOOLS AND TECHNOLOGIES

If you have used AI tools in the production of your article then you should state this in your article, document its use and reference the tool.

- Authors are wholly responsible for the originality, validity and integrity of the content.
- AI tools do not meet the criteria for authorship and cannot take responsibility for the work as co-authors.
- Where AI tools have been used for data analysis then a statement about GDPR should be provided in terms of the ownership, security and access to personal data.

PROTECTING PARTICIPANTS

- Care must be taken to disguise the identity of clients. Where case-study material is presented on a particular client, which may enable the client's identity to be recognised by him/herself or by others, written consent must be requested from the client concerned.
- Assurance that such consent has been obtained should be provided, and should also, where appropriate, be mentioned within the article as part of the description of the methodology used.
- Any liability to clients on the grounds of infringing confidentiality belongs to the author(s).
- It is preferable to have gained ethical approval for your work say so and how it was obtained.
- An ethical statement provides editors, reviewers and readers with assurance that studies have received this ethical. This includes ensuring that they have the relevant approval for their study from an appropriate ethics committee and/or regulatory body before the work starts.
A research article may be accepted without formal ethical approval but the authors must demonstrate their adherent in the design and execution of the research to a code of ethical standards.

REFERENCES MUST FOLLOW HARVARD STYLE

- Information on the style can be found on the Internet.
- All publications cited in the text should be listed following the text in the bibliography; similarly, all references listed must be mentioned in the text.
- Within the text, references should be indicated by the author’s name and year of publication in parentheses, e.g. (Folkman, 1992) or (Sartory & Stern, 1979), or if there are more than two authors (Gallico et al., 1985).
- Where several references are quoted consecutively, or within a single year, within the text, the order should be alphabetical, e.g. (Mawson, 1992; Parry & Watts, 1989) and (Grey, 1992; Kelly, 1992; Smith, 1992).
- If more than one paper from the same author(s) and year are listed, the date should be followed by (a), (b), etc., e.g. (Cobb, 1992a). Bibliography.
- The references should be listed alphabetically by author (double spaced) in the following standard form, capitalisation and punctuation:

TABLES, CHARTS AND FIGURES

- Provide in the text if possible, otherwise on separate sheets.
- Their approximate position in the text should be indicated.
- They should be numbered consecutively in the text in Arabic numerals (e.g. Table 3 or Fig. 3).
- Units should appear in parentheses in the column heading but not in the body of the table. Words or numerals should be repeated on successive lines; ‘ditto’ or ‘do’ should not be used.
**ADDITIONAL GUIDELINES**

We have put together a checklist for you that allows you to prepare your paper in a way that is relevant, interesting to the reader and follows the above guidelines? Please have a look at the checklist below to make sure that your paper fulfills all the requirements.

**Papers that don’t are returned to the author without being reviewed.**

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<th>Checklist</th>
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<td>1</td>
<td>Is your research suitable for being published in this journal?</td>
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<td>2</td>
<td>Does the journal publish your type of article (pure theory, empirical, a note, pedagogical, etc.)?</td>
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<td>3</td>
<td>Is the length correct for this journal?</td>
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<td>4</td>
<td>Does your article extend work already published in the journal? If so, have you referred to these articles?</td>
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<td>5</td>
<td>Does your article have a clearly stated purpose in the first few sentences of both the abstract and the introduction?</td>
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<td>Does your research article clearly state purpose as research question?</td>
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<td>Does your article for the professional section state a purpose?</td>
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<td>8</td>
<td>Does your article provide a contribution to knowledge and / or practice? Have you made sure this is included in your article?</td>
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<td>9</td>
<td>Is the paper or article providing new information?</td>
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<td>What is different to what readers can already find in other publications? What do they learn?</td>
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<td>11</td>
<td>Did you put a justification or need for your article in practice into both the abstract and the first paragraph? Even excellent ideas do not sell themselves.</td>
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<td>12</td>
<td>Have you explained the contribution, the unique data, the natural experiment, the current practitioner application, the follow-up to something in that journal, or whatever it is that pulls in the reviewer, the editor, and the journal readership.</td>
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<td>Have you made a strong case for what have you done, why it matters and who cares about this work?</td>
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<td>Have you provided a comprehensive literature review that explains why you have undertaken this work and indicates what else is known in your area of interest?</td>
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<td>Is the professional/research literature that generated your questions/hypotheses up to date and does it meet academic/professional standards?</td>
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<td>Have you included methodology, findings and discussion? Particularly when you write an research article, it is important to include those aspects.</td>
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<td>Can you identify potential reviewers for this article? If so, provide</td>
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